

Board of County Commissioners
Leon County, Florida

Policy No. 98-17

Title:	Safety and Risk Management Policies
Date Adopted:	October 13, 1998
Effective Date:	October 13, 1998
Reference:	N/A
Policy Superseded:	Section 9.10, Risk Management Policies and Procedures Manual, adopted January 1993

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Section No. 9.10, entitled "Risk Management Policies and Procedures Manual" and adopted by the Board of County Commissioners January 1993, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

SECTION 1: RISK MANAGEMENT POLICY STATEMENT

To establish policies and procedures with respect to Risk Management and to give specific and general authority to the Human Resources/Risk Management Director, or designee, to advise in all matters relating to Risk Management as stated herein.

A. Objectives:

1. The protection of the County against the financial consequences of accidental losses which are catastrophic in nature and to preserve County assets and public service capabilities from destruction or depletion.
2. The minimization of the total long-term cost to the County of all activities related to the identification, prevention and control of accidental losses and their consequences.
3. The establishment, to the fullest extent possible, of a safe work and service environment in which employees, as well as members of the general public, can enjoy safety and security in the course of their daily pursuits.

B. Specific Areas of Responsibility

1. The County Commission is responsible for setting all risk management policies.
2. The Human Resources/Risk Management Director, or designee, is responsible for:
 - a. Overall: The Human Resources/Risk Management Director, or designee, shall advise the County Administrator on, and be responsible for: (1) identifying and measuring risks of accidental loss; (2) selection and recommendation of appropriate risk management techniques for specific

exposure problems; (3) developing and maintaining an information system in coordination with existing systems for timely and accurate recording of losses, claims, insurance premiums, and other related costs; (4) analyzing and allocating insurance premiums, uninsured losses, and other risk costs to the budgetary units; and (5) establishing, implementing, and monitoring an integrated county wide safety program.

- b. Property, Casualty and Liability: The Human Resources/Risk Management Director, or designee, shall develop guidelines for all insurance exposures and advise the County Administrator on appropriate actions. He/she shall act on behalf of Leon County in all matters relating to property, casualty, and liability exposures with Commission approval.
- c. Workers' Compensation: The Human Resources/Risk Management Director, or designee, shall ensure that the County is in full compliance with the Workers' Compensation law and shall investigate and evaluate claims as deemed appropriate.
- d. Safety: The Human Resources/Risk Management Director, or designee, shall be responsible for establishing, implementing and monitoring an integrated county wide safety program.
- e. Risk Retention: With regard to risks of accidental loss, it shall be the County's policy to self-insure all losses which occur with predictable frequency and which have no significant impact on the County's fiscal position.

3. Each Department Head is responsible for:

- a. Reporting changes in (a) building use or occupancy, (b) equipment, and (c) personnel to the Human Resources/Risk Management Director, or designee.
- b. Keeping the Human Resources/Risk Management Director, or designee, informed of new activities and functions performed or anticipated to be performed.
- c. Contributing to the maintenance of a perpetual inventory of liability hazards.
- d. Cooperating with the Human Resources/Risk Management Director, or designee, in his/her investigation of loss exposures and claims and in the operation of an effective loss prevention program.
- e. Reviewing contracts with the Human Resources/Risk Management Director, or designee, before signing them so that any increase or decrease in the institution's contractual liability can be properly identified and controlled.

4. The Legal Counsel is responsible for:
 - a. Reviewing with the Human Resources/Risk Management Director, or designee, all contracts entered into by the institution and to identify and reduce any contractual liability being assumed, with attempt being made to transfer such liability to the other party of parties.
 - b. Notifying the Human Resources/Risk Management Director, or designee, of changes in laws which may affect the institution's liability.
 - c. Providing legal assistance in examination of contracts.
 - d. Providing legal assistance in handling liability claims against the County in conjunction with liability carriers as needed.

SECTION 2: SAFETY COMMITTEE

The Safety Committee meets on the third (3rd) Thursday of each month. The Committee is responsible for the review of all accidents and/or injuries which occurred during the preceding month, referring appropriate cases to the Accident Review Board for further consideration and/or action. The Committee shall consist of the Safety and Loss Control Coordinator and up to 10 representatives as follows:

2 representatives	Department of Administration
3 representatives	Management Services
3 representatives	Public Works
2 representatives	Community Development

A. Responsibilities

1. The Safety Committee shall review all accidents and/or injuries which occurred during the preceding month, referring appropriate cases to the Accident Review Board for further consideration and/or action.
2. The Safety Committee will be responsible for selecting five (5) of its members to serve on the Accident Review Board. The Accident Review Boards meets on an "as needed" basis. In addition to the five (5) members selected from the Safety Committee by its membership, the Safety and Loss Control Coordinator and the County Attorney or his/her representative, also serve on the Accident Review Board.

The Accident Review Board is responsible for the review of all accident reports submitted by the Safety Committee. Upon further deliberation, which may and should include interviewing the parties involved, the Accident

- Review Board may recommend to the responsible authority further corrective and/or disciplinary action if deemed appropriate.
3. The Safety Committee will be responsible for assisting the Safety and Loss Control Coordinator in updating the workplace safety program by evaluating injury and accident records, identifying trends and patterns, formulating corrective measures to prevent recurrence, and referring appropriate cases to the Accident Review Board for further consideration and/or action.
 4. The Safety Committee will be responsible for assisting the Safety and Loss Control Coordinator in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
 5. Safety Committee members will participate in safety training and be responsible for assisting the Safety and Loss Control Coordinator in monitoring workplace safety education and training to ensure that it is taking place, that it is effective, and that it is documented.

SECTION 3: DEFINITIONS

Accident - An unintended, unforeseen event which results in an injury to personnel and/or damage to property and equipment.

Broker - An individual or company who arranges and services insurance policies on behalf of the insured or self-insured. The individual or company is the representative of the insured, although he/she may receive compensation from the company in the form of a commission from the company.

Claims - All actual or alleged responsibilities to others arising out of the ownership, maintenance and use of all County property, all operations of the County, and all acts or omissions of the County's elected officials, appointees, agents and employees while acting within the scope of official duties.

Consulting Insurance Agency - Contracted agency provides consulting services, claims management, analysis of losses for actuarial and fiscal planning, and most importantly, provides services as a liaison with the County's third party administrators.

County Premium - Premiums paid by the departments; in summation are referred to as the County Premium.

Damages - The amount claimed or allowed as compensation for injuries sustained or property damaged through the wrongful acts or the negligence of another.

Deductible - A provision whereby an insured may be required to pay part of a loss, the insurance being excess over the amount of the deductible.

Disabling or Lost Time Injury - Any injury which results in lost time beyond the shift on which the injury occurred.

Insurance Service Fund - This fund includes the self-insured retention account(s) for the payment of losses not covered by an insurance policy with an outside agency; for payment or administrative costs, expenses, settlements, and judgments related to worker's compensation claims; administrative costs for the Leon County Risk Management Program, and funds for the payment of liability, property and other insurance policies of the County.

Liability - A debt or responsibility, or an obligation which may arise by a contract made by a tort committed.

Losses - Loss of or damage to real and personal property not recoverable from insurance or any other source.

Medical Payments - Insurer or party liable agrees to reimburse or pay up-front, medical expenses on behalf of injured person.

Minor or First Aid Injury - An injury which does not result in loss of time from the job beyond the work shift on which the injury occurred.

Negligence - Failure to exercise the degree of care that would be expected from a reasonable and prudent person.

Physical Hazard - A condition of the subject of insurance which create or increases the chance of loss, such as structural defects, occupancy, or similar conditions.

Premium - The payment by a person or department for insurance coverage or participation in an insurance policy.

Property Damage Incident - An accident or incident which produces damage or loss to property, facilities, or equipment.

Reserves - Liability funds set up for particular purposes and expenditures.

Risk - In the abstract, used to indicate a condition of the real world in which there is a possibility of loss; also used by insurance practitioners to indicate the property insured or the peril insured against.

Risk Management - A scientific approach to the problem of dealing with pure risks facing an individual or an organization in which insurance is viewed as simply one of several approaches for dealing with such risks.

Subrogation - An assignment or substituting of one person for another by which the rights of one are acquired by another in collecting a debt or a claim, as an insurance company or self-insured stepping into the rights of a policyholder indemnified by the company.

Third-party Administration - Someone other than the insured and the insuring company who shall investigate, estimate and pay benefits, if any, to applicable claims.

Workers' Compensation - A system of providing for the cost of medical care and weekly payments to injured employees or to dependents of those killed in industry in which absolute liability is imposed on the employer, requiring him to pay benefits prescribed by law.

SECTION 4: GENERAL LIABILITY

Leon County is a member of the Florida Association of Counties Trust (F.A.C.T.) Program. Claims processing reviews and program administration will be conducted by the contracted third-party administrator. A self-insured retention (SIR) or deductible will be applicable.

SECTION 5: SELF-INSURED RETENTION ACCOUNT

Whereas Leon County recognizes the value of establishing specified deductible levels on certain lines of coverage, self-insuring certain areas of liability and the payment of certain claims, for cause, financial savings, or other acceptable reason, there has been established a "Self-Insured Retention" account(s).

A. Areas of Loss Which are Eligible for Coverage Consideration

1. The deductible portion of those County property losses that are included in one of the County's active insurance policies.
2. Damage to property owned by someone other than the County, for which the County may be responsible.
3. Injury to someone other than a County employee, for which the County may be responsible.
4. Any other loss in which the County may be considered the responsible party.

B. Coverage Consideration Procedures

1. In the event of a loss, the Human Resources/Risk Management Director, or designee, will determine if there is any insurance coverage on the item in question. If the item is insured and the loss is above the deductible, if a deductible is applicable, the Human Resources/Risk Management Director, or designee, will make a determination whether or not to file an insurance claim.
2. If the appropriate insurance coverage has a deductible and the loss is below the deductible, or found not to be covered by insurance, the Human Resources/Risk Management Director, or designee, will evaluate the loss information to determine eligibility for payment under the Self-Insured Retention account(s).
3. If the loss is not eligible for payment from the SIR account(s), notification will be sent to the appropriate department.
4. If the loss is covered, it will be processed utilizing the appropriate procedures.

SECTION 6: GENERAL LIABILITY CLAIMS

All claims presented by the general public shall be referred to and filed with the Division of Human Resources/Risk Management. The Risk Manager, or designee, will file the appropriate claim notice to the County's insurance carrier or take other appropriate action.

SECTION 7: PROPERTY LOSSES

All losses due to fire, theft, vandalism, weather, etc., shall be recorded. This includes vehicles, buildings, equipment, tools, etc.

If the value of the item lost exceeds \$100 in value, a written report shall be filed with the Division of Human Resources/Risk Management. The Risk Manager, or designee, will be notified by phone or person immediately upon realization that the loss is going to exceed \$1,000 in value.

Where appropriate, the Fire Department and/or law enforcement shall be notified.

The Human Resources/Risk Management Director, or designee, shall review the circumstances surrounding the loss to determine if it is covered by insurance, or falls under the County's Self-Insured Retention. If the item in question is not covered by insurance, the Division of Human Resources/Risk Management Director, or designee, will so notify the responsible department and advise them as to the availability or unavailability of funds under the County's Self-Insured Retention. If the item is covered under the County's insurance program, the Division of Human Resources/Risk Management Director, or designee, shall proceed with the processing of an insurance claim.

SECTION 8: DRIVER POLICY

A. Qualifications

1. **Commercial Drivers License**
Drivers of vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more; designed to transport 16 or more passengers, including the driver; or used in the transportation of hazardous materials in a quantity requiring placarding under the Department of Transportation Hazardous Materials Regulations (HMR), must have a single, state issued Commercial Driver's License meeting minimum Federal requirements.
2. **Licensing Criteria to Obtain/Maintain County Vehicle Driving Privileges**
The following are the minimum standards to be met by a prospective or current employee who would or does operate a County automobile, motorcycle, truck, piece of equipment or any other similar device. All such vehicles will be referred to as vehicles within this section.
3. **Criteria necessary to obtain the privilege of operating a County vehicle**
 - a. Have a current Florida operator or chauffeur license.
 - b. Reached the age of 18 or older.
 - c. Meet the County's criteria for acceptable driver status (refer to paragraph 3 below).

B. Motor Vehicle Record

1. A copy of the Motor Vehicle Record (MVR) shall be obtained from each state where a driver holds a license, to ascertain that the applicant has a valid license and to review the driver's past record. The MVR shall be obtained or accessed via computer annually for all drivers and reviewed. It shall be reviewed with the driver and made part of the driver's file.
2. Drivers required to have a Commercial Driver's License must report convictions for violations of motor vehicle traffic laws and ordinances other

than a parking violation, in any type vehicle, to their immediate supervisor within 30 days.

3. **Driving Records/Insurability**

Employees hired on or after April 1, 1987 whose positions require a driver's license must maintain a driver's license record that meets the following vehicle insurance standards:

a. Record must be free of these violations in the past three (3) years:

D.U.I. or D.W.I	Reckless driving
Suspended or revoked license	Vehicular homicide
Fleeing or attempting to elude police	Drag racing
Three or more accidents and/or violations	

b. Record must have no more than one (1) moving violation (parking, failure to renew, muffler, etc. will not be considered as a moving violation) in a one year period.

An employee hired after 4/1/87 who becomes uninsurable as defined by the standards above may be subject to adverse employment actions including, but not limited to demotion, transfer, or termination.

SECTION 9: SECURING COUNTY VEHICLES/EQUIPMENT

- A. Whenever a County vehicle or piece of equipment is left parked or unattended, all windows are to be closed and the doors locked, if so equipped.
- B. Equipment that does not have an ignition key and can be started by pushing a button or other like device shall be secured by removing the ignition wire or other such device.
- C. Vehicles/equipment, etc. shall not be left overnight on an unsecured construction site unless it is impossible or impractical to move same to one of the County's compounds.

SECTION 10: VEHICLE ACCIDENTS

All motor vehicle accidents shall be reported, regardless of the severity, immediately upon their occurrence, and shall be investigated by the appropriate law enforcement agency. The Risk Manager, or designee, shall be notified by the affected department and, whenever possible, will report to the accident site.

Affected department(s) are required to complete a Leon County Accident Report and to coordinate damage estimates with Fleet Management.

SECTION 11: EMPLOYEE ACCIDENTS/INJURIES

All personal injury accidents requiring medical attention beyond basic first aid shall be reported immediately to the employee's supervisor. The County shall provide treatment and care as deemed necessary for employees injured during the scope and performance of their job, but will not be held liable for medical charges incurred through unauthorized treatment.

All authorized medical costs are paid in full. This includes, but is not necessarily limited to, hospital costs, physician fees, medication and rehabilitation expenses.

If an employee is unable to work and the disability exceeds seven days, that employee will receive payment from the County's Workers' Compensation Program. County employees who are absent from work due to a disability or injury received during the scope and performance of their job and who are receiving benefits under the provisions of the workers' Compensation Law shall be entitled, if they so elect, to utilize any unused sick leave to supplement their weekly income from Workers' Compensation payments not to exceed their regular salary. If all accumulated sick leave is exhausted, the employee can then use accumulated annual leave, if he/she so elects, to supplement weekly income not to exceed his/her regular salary.

SECTION 12: WORKERS' COMPENSATION

Workers' Compensation is the vehicle utilized by the County to provide financial assistance to employees temporarily disabled due to a job-related injury. Leon County, as a qualified self-insured entity under the Workers' Compensation laws of the State of Florida, utilizes a third-party administrator to provide claim services with respect to claims against Leon County.

The third-party administrator, under contract on behalf of Leon County, shall examine, investigate, estimate and pay benefits, if any, to applicable workers' compensation claims.

The County has budgeted a Workers' Compensation Fund Program or self-insureds loss account(s) that shall be used for the payment of administrative costs, expenses, settlements, judgments and claims of the County. Premiums will be paid by departmental billing and the sum of these premiums will be referred to as "the County Premium".

SECTION 13: INSURANCE REQUIREMENTS FOR CONTRACTORS AND LESSEES

The following insurance requirements have been established in order to ensure that the County's interests are properly protected regarding liability exposures.

These requirements provide proper insurance be included in County contracts. This will also aid in the standardization of such requirements in all areas of similar exposures. The following are subject to modification in order to meet exposures presented in specific activities.

It is recommended draft copies of all contracts that are being prepared by a department be forwarded the County's Human Resources/Risk Management Director, or designee, for review and approval in concurrence with submittal to the County Attorney's Office.

A. Insurance Requirements for Contractors

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

- c. **Workers' Compensation and Employers Liability:** Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per incident.

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- a. **General Liability and Automobile Liability Coverages**
 - 1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - 2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - 3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - 4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. **All Coverages**

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. Verification of Coverage

Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

6. Subcontractors

Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

B. Insurance Requirements for Lessees (No Auto Risks)

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the Lessee.

1. Minimum Limits of Insurance

Lessee shall maintain limits no less than:

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Lessee shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability and Automobile Liability Coverages

1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Lessee, including the insured's general supervision of the Lessee; products and completed operations of the Lessee; premises owned, occupied or used by the Lessee; or automobiles owned, leased, hired or borrowed by the Lessee. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
2. The Lessee's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Lessee's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
4. The Lessee's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. **All Coverages**

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. Verification of Coverage

Lessee shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

SECTION 14: MANAGEMENT COMMITMENT AND THE SAFETY AND RISK MANAGEMENT POLICY

The health and well-being of all employees depends upon the cooperative participation of both employees and management to ensure a healthy and safe workplace for everyone. Management is committed to striving to provide each and every employee with a healthy and safe workplace through the exchange of ideas between employees and management and the continuing development of an ongoing safety program including:

- * Promoting Safety Committee participation,
- * Providing health and safety education and training, and
- * Reviewing and updating workplace safety rules.

The provision of safe and healthful working conditions is a major concern of every County supervisor. Unsafe acts or conditions can cause accidents, and both of these are under the supervisor's control. Unsafe working conditions shall be minimized by identifying hazards, correcting unsafe work practices and using proper equipment. Management will strive to maintain positive control toward prevention of unsafe acts by employees. If an accident occurs, the most important factor in accident investigation is to determine how to prevent a recurrence of the accident.

All safety and health rules and regulations are to be carefully observed so that employee accidents and injuries may be kept to a minimum. **These regulations cover all employees; whether full-time, part-time, temporary, seasonal, etc.** Failure to comply with these regulations may subject the employee and/or supervisor to disciplinary action.

Whenever a condition or practice is found to exist which could reasonably be expected to cause death or serious physical harm, or serious property damage, the affected operations'/employees' supervisor has the authority to take whatever action is necessary to correct the noted condition or practice, including the stoppage of the project or action in question.

Each employee has a personal responsibility to prevent accidents. It is the duty of each employee to accept and follow established safety regulations and procedures. Employees are expected to report all unsafe work conditions, accidents, and injuries immediately to their supervisors without concern for retaliation, penalty, or other disincentive.

All staff, participating guests, and visitors shall receive appropriate safety training. **Supervisors are responsible for ensuring that employees and guests under their supervision receive this training** to be fully informed about possible occupational health hazards and know how to work safely. Safety orientation should take place within the first month of employment. The level and complexity of the training depends on the type of exposures, building locations, and potential hazards.

State and Federal regulations spell out several specific health and safety training requirements for special hazards. These include, but are not limited to, radiation safety, hazard communication for exposure to hazardous substances, respirator use, hearing conservation, and confined space hazards.

All employees shall be retrained periodically by their supervisor on safety rules, policies, and procedures, and when changes are made to the safety manual. Individual employees will be retrained after the occurrence of a work related injury caused by an unsafe act or work

practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

SECTION 15: PROTECTIVE CLOTHING AND EQUIPMENT

When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard on the worker. This is done by wearing approved personal protective apparel such as hard hats, safety belts, safety goggles, traffic vests, face shields, gloves, aprons, toe guards, etc. All employees shall be properly protected.

A. Clothing

Approved personal protective clothing is required in those areas of operation where such clothing is necessary to protect the employees from recognized hazards.

All employees working in areas or operations where the following personal protection clothing is required shall wear said clothing as long as the hazard is present or may be present.

Appropriate clothing is provided and required when working for the County. Said clothing shall not interfere with the performance of an employee or expose him/her to unnecessary hazards. Long sleeve shirts may be required on certain operations.

B. Special Clothing

Special clothing may be required to protect an employee from impacts and dust, fire and heat, vapors, moisture and corrosive liquids as well as temperature changes. Each department/division will be responsible for identifying those areas and operations in which such clothing is necessary, including the type of clothing required. The Safety and Loss Control Coordinator will be available to assist whenever necessary.

1. Gloves

Appropriate gloves will be provided and their use required when an employee is working in an area where he/she is exposed to injury to the hands or fingers from material, machinery, heat, chemicals, electrical contact, sharp objects, etc.

2. Protective Footwear

For those employment positions designated by the County departments/divisions as requiring safety shoes, employees in these positions shall wear the issued safety

shoes. **Any employee not wearing safety shoes as required will not be allowed to work until such time as he is wearing the issued/approved shoes.** Refusal to wear the safety shoes will result in disciplinary action. Any department director, division director, or supervisor failing to enforce the provisions of these guidelines shall also be subject to disciplinary action.

Exceptions -

- a. An employee may not be required to wear the issued safety shoes when he/she has obtained a certification from his/her doctor which states that the wearing of such shoes creates extreme physical hardship or the wearing of such shoes may cause the employee further injury. In such cases, the physician shall state either a time frame for not wearing the shoes or recommend an alternative method of foot protection, i.e. an orthopedic prescription.

In either case, it shall be the responsibility of the employee to ensure that the personal footwear he or she is wearing does not unreasonably expose him/her to job hazards wherein he/she may be injured by wearing inappropriate footwear.

- b. For employees waiting on delivery of safety shoes, they may provide their own shoes, providing those shoes do not unreasonably expose them to the likelihood of injury due to the hazards of the job. This will be the responsibility of the department/division to determine and monitor.
- c. Employees whose issued shoes become temporarily unserviceable due to damage, contamination, or other reasons must bring this to the attention of their supervisor. Supervisors shall have the discretion to approve the employee temporarily not wearing the issued shoes while they are in for repair or cleaning. The employee shall not be allowed to wear personal footwear which would unreasonably expose the employee to job hazards wherein he may be injured by wearing inappropriate footwear.

The following are minimum foot protection requirements for those employees involved in job activities where such protection is normally required:

- 1. Safety shoes with the appropriate protective features for the various types of work environments as determined by the department/division head shall be utilized.
- 2. Each foreman/supervisor shall check to see that proper footwear is being utilized by employees.
- 3. Violations of this regulation shall be brought to the attention of the appropriate department/division head for necessary action.

Application

Departments/divisions shall make the determination as to the application of safety shoes for each individual position. After supervisors have identified those positions requiring safety shoes, department/division directors shall review, approve and maintain a list of those positions. A copy of this list shall be forwarded to the Safety and Loss Control Coordinator and Purchasing Division with a copy made available to supervisors for their reference.

Replacement Safety Shoes

The County is generally committing to provide **one pair of safety shoes per year** as needed. However, as an item of clothing, it is understood that safety shoes will wear out at different rates, dependent upon a number of variables. Among those variables are: the type of job, the amount of wear required for the job, the size and gait of the employee, and other stresses put on the shoe.

The safety shoes issued by the County are intended to be worn only during those work activities associated with employment by the County. Any other wearing of these shoes should be considered an improper usage of County equipment, and handled appropriately by departmental personnel. Safety shoes are considered part of the work uniform, and supervisors should routinely monitor employees for abuses or improper care of the shoes.

It is difficult, if not impossible, to project a unilateral standard for issuing replacement safety shoes to County employees. Therefore, for those departments or divisions where, through the nature of the work, the shoes will wear at a faster rate, it may be necessary to issue more than one pair of shoes per year. In those instances, after providing for an inspection of the wear of the shoes, departments may authorize additional purchases, consistent with their budget authority. This should be approved by the supervisor subject to approval of the division/department director as applicable.

Termination/Transfer-Reimbursement for Cost of Shoes

Any employee who has been issued safety shoes and terminates employment within 3 months of receiving his/her shoes, will be required to reimburse the County under the terms of the following reimbursement schedule: if it is within 30 days - 90%, within 60 day - 60%, and within 90 days - 30% of the County's purchase price of the shoes.

If within three (3) months of being issued safety shoes, an employee voluntarily transfers to another County position which does not require safety shoes, the employee may either turn in the old shoes to his/her department, or pay for them based on the prorated reimbursement schedule stated above.

3. Lumbar (back) Supports

To maximize safe working conditions for employees, Leon County shall issue and mandate the wearing of personal protective equipment, including back support belts in those employment situations where hazards exist, and where the wearing of such personal protective equipment would reasonably prevent injury to the employee. **Departments/divisions shall make the determination as to the application of lumbar supports for each individual position.** Lumbar supports do not replace the principles of proper lifting and such guidelines shall still be followed.

Recommended Usage:

- a. Lifting heavy or awkward objects - examples: moving chicken cages, loading Bti in the helicopter, sodding, tree trimming and removal, emptying garbage cans, laying sandbags, pipe, block, brick, hay bales and straw.
- b. Performing maintenance on heavy equipment or loading and moving heavy equipment to and from job sites.
- c. Operating chainsaws, augers, mowers, jumping jacks, jack hammers.
- d. Removing logs and other substantially heavy or awkward debris from ditches, roadsides, etc. Support belts are recommended when performing any maintenance of culverts.
- e. Operating slope mowers, tractors, bulldozers, end loaders, or any other heavy equipment being operated on rough or uneven terrain.

Additional Uses:

1. Hand cutting on ditches.
2. Ground larviciding.
3. Performing domestic mosquito inspections.
4. Driving dump trucks, motor graders, rollers, etc. unless on rough terrain
5. Shoveling, raking, sweeping, using bush axe.

Note: **Departments/divisions shall make the determination as to the application of lumbar supports for each individual position.** Special requirements may be established for employees with existing back problems.

Exceptions, application, issuing of back supports, and procedure for providing/replacing back supports are the same as those for safety shoes listed above.

Termination/Transfer-Reimbursement for Cost of Belts

Any employee who has been issued back support belts and terminates his or her employment, will be required to either return the back support belt or reimburse the County's purchase price of the belt.

If an employee voluntarily transfers to another County position which does not require safety belts, the employee may either turn in the back support belts to his/her department, or pay for it.

C. Eye Protection

The use of eye protection is required where there is reasonable probability that an injury can be prevented by such equipment. This regulation shall apply to such operations, processes, or work which involve a hazard to the eyes from flying objects or particles, sprays, or splashes of hot or corrosive materials or chemicals.

1. All employees shall be provided with and required to wear proper eye protection when exposed to an operation or area where eye hazards normally exist. Some examples of mandatory use are listed below:
 - a. Arc or gas welding, brazing, cutting, and scarfing.
 - b. Machining or woodwork which produces flying particles.
 - c. While using pneumatic tools or powder actuated tools.
 - d. Splashes from molten metals or substances, hot or corrosive liquids, acids, and caustics.
 - e. Power lawn mowers and tree trimmers.
 - f. Powered chippers and tree trimmers.
 - g. Sledging, chipping, hammering, scaling, drilling, grinding, and sanding.
 - h. Driving/operating open equipment, tractors, graders, and front-end loaders.
 - i. Preparing rabies specimens.
2. Each foreman/supervisor shall distribute proper eye protective devices to be used by employees.
3. Required eye protection shall be worn whenever eye hazards are present.
4. Employees provided with eye protection are responsible for its maintenance and proper use.

Note: **Departments/divisions may make the determination as to additional applications of eye protection for each individual position.**

D. Hearing Protection

Approved hearing protective devices are required in those areas or operations wherein the noise level cannot be reduced to permissible levels through administrative or engineering controls.

1. All employees shall be provided with and required to wear an approved hearing protective device when exposed to noise which exceeds those levels established by the State of Florida.
2. All employees, upon being provided with hearing protection, shall be required to wear same when working in areas or operations where there is a possibility of hearing damage.
3. Each foreman/supervisor shall distribute said equipment to be used by employees.
4. Each employee provided with ear protection shall be responsible for its maintenance and proper use when in his/her care.
5. Each department/division is responsible for identifying those areas/operations in which noise level hazards exist, or where an excessive impact noise is present.
6. The County's Safety and Loss Control Coordinator will be available to assist in the identification of noise levels when necessary.

E. Head Protection

The use of an approved safety hat is required in those areas or operations wherein there are hazards of bumping one's head, having it struck or having harmful materials fall/spill on the head. **Departments/divisions shall make the determination as to the application of head protection for each individual position.**

1. All employees shall be provided with and are required to wear an approved safety hat or cap when exposed to an area or operation where such equipment is necessary to protect the employee from recognized hazards whenever entering any area marked with a sign stating "HARD HAT AREA" or similar wording which indicates head protection is required.
2. All employees, upon being provided with head protection, shall be required to wear same when working in areas or operations where there is a possible danger of impact from falling or flying objects or striking fixed objects.
3. Each foreman/supervisor shall distribute said equipment to be used by employees.

4. Each employee provided with a safety hat or cap shall be responsible for its maintenance and proper use. No modifications, decals, painting, etc., shall be permitted without prior approval by the Safety and Loss Control Coordinator.
5. Each department/division is responsible for identifying those areas/operations wherein head protection is required.
6. The County's Safety and Loss Control Coordinator will be available to assist in the identification of hazardous areas when necessary.

F. Use of Safety Restraint Devices (Safety Belts, Air bags, etc.)

1. All County owned or leased vehicles and equipment designed to permit or require the installation of safety restraints shall be so equipped.
2. All drivers and passengers of vehicles and equipment which has said devices shall utilize same.
3. All drivers shall instruct their passengers to wear their safety belts.
4. The driver/operator shall not remove or deactivate any safety restraint device and shall advise Fleet Management whenever said device is not working properly.

G. Safety Vests/Shirts

1. All employees working on a roadway shall be provided an orange safety vest or an orange shirt.
2. All employees working in any other area where it is determined necessary that they be clearly visible shall also be provided an orange safety vest or orange shirt.
3. Each foreman/supervisor shall distribute said equipment to be used by employees.
4. Each employee provided an orange vest or orange shirt shall be responsible for its maintenance and proper use when in his/her care.
5. In the event of cold weather, the orange vest must be worn on the outside and if the orange shirt is covered, an orange vest would be required.

SECTION 16: WORK AREA TRAFFIC CONTROL

- A.** Leon County personnel shall conform to the State of Florida, Department of Transportation Manual on Traffic Controls and Safety Practices for Street and Highway Construction, Maintenance and Utility Operations, Part IV, whenever performing construction or maintenance on or adjacent to roadways.

- B. Prior to the start of any construction or maintenance operation on or adjacent to a roadway, the necessary safeguards to protect employees from vehicular traffic and motorists from unexpected obstructions to the normal traffic flow must be examined.
- C. All traffic control devices shall be installed prior to the start of construction of maintenance and shall be properly maintained and operated during the time such special conditions exist. The shall remain in place only as long as they are needed and shall be removed immediately thereafter.

SECTION 17: COUNTY ROAD AND ROAD SIGN INSPECTION PROGRAM

- A. **Self-Inspection:** Division of Operations personnel shall observe road conditions at all times while working in the field, documenting findings and repair work. Additionally, designated Operations personnel shall perform regularly scheduled inspections of all traffic devices in the unincorporated areas, repairing/replacing devices as deemed appropriate and maintaining accurate records of inspections.
- B. Each department/division having personnel working the field shall instruct personnel to observe conditions of County road for needed repairs (potholes, eroding shoulders, etc.). Additionally, traffic control devices (stop sign, yield signs, etc.) should be observed for damage or missing signs. Observations needing attention are to be reported immediately to the Director of Operations or designee. This will allow prompt correction of potential hazards to the public and liability to the County.

SECTION 18: RIGHT-TO-KNOW LAW

Employees have a right to know about exposures to toxic substances in the work place. Under the Florida Right-To-Know Law, Chapter 442, Florida Statutes, employers must provide employees with information about the toxic substances with which they work, and train employees in safe handling practices and emergency procedures. Employers must also notify local fire departments of the location and names of all toxic substances regularly present in the work place. Any employer that employs three or more employees, with certain exceptions, are subject to the requirements of the Law.

A. Toxic Substances

Under the Law, a toxic substance is any chemical substance or mixture in a gaseous, liquid, or solid state, that:

1. appears on the "Florida Substance List" promulgated by the Department of Labor and Employment Security;

2. is manufactured, produced, used, applied, or stored in the workplace; and
3. causes a significant risk to safety and health during, or as a result of, any normal handling or use.

B. Material Safety Data Sheet (MSDS)

A Material Safety Data Sheet (MSDS) is a document containing information about the properties and hazards of a toxic substance. The information will include the chemical identity of the substance, the physical and chemical properties, physical and health hazards, the means by which the chemical may gain access to the body, safe handling and use, emergency and first aid procedures, and control measures.

Under the Law, manufacturers, importers and distributors of toxic substances are required to prepare and provide MSDS's to their purchasers.

C. Employer's Obligations Under the Law

1. Post a notice, provided by the Department of Labor and Employment Security and forwarded from Human Resources, informing workers of their rights under the law.
2. Obtain, and maintain for a period of 30 years, the required Material Safety Data Sheet (MSDS) for each listed toxic substance present.
3. Make the MSDS's available upon request to an employee within five working days.
4. Provide instruction to employees, within their first 30 days of employment and at least annually thereafter, on the nature and effects of those toxic substances with which they work.
5. Advise employees of their right to obtain further information from the Toxic Substances Information Center.
6. Notify the local Fire Department of the location and names of each of the toxic substances regularly present in the work place.

D. Rights of the Employees Under the Law

The law provides employees with certain rights, including the right to:

1. know of the toxic substances present in the work place;
2. obtain a copy of the Material Safety Data Sheet for any listed toxic substance present with which they may be exposed to; and

3. refuse to work, under specified circumstances, with a toxic substance if not provided a copy of the Material Safety Data Sheet for that substance within 5 working days after an employee submits a written request to the employer.

E. Instruction on the toxic substance must include:

1. the chemical and common names of the substance (with certain disclosure limitations for trade secrets);
2. the location of the substance in the work place;
3. proper and safe handling practices;
4. first aid treatment and antidotes in case of over-exposure;
5. the adverse effects of the substance;
6. appropriate emergency procedures;
7. proper procedures for clean-up of leaks or spills;
8. potential for flammability, explosion, and reactivity;
9. the rights of employees under the Right-To-Know Law;
10. obtain further information on the properties and hazards of toxic substances from the Toxic Substances Information Center; and
11. protection against discharge, discipline, or discrimination for having exercised any of these rights.

F. Assistance Available

If there are any questions, or if additional information is needed concerning toxic substances in the work place, contact:

Toxic Substances Information Center
2728 Centerview Drive, Suite 345, Forrest Building
Tallahassee, Florida 32399-0663
1-800-367-4378
850-488-3044

SECTION 19: SAFETY INSPECTION PROGRAM

A. Inspections

Regular safety inspections will aid in the reduction of accidents by discovering hazards and unsafe practices so they may be eliminated or safeguarded before they cause an accident and/or injury. Safety inspections should be made for both unsafe acts and/or unsafe conditions. "Safety Sampling" is a new technique of observing employees on a casual basis to determine unsafe acts. While a typical safety inspection concentrates on conditions of the work place, it must be understood that

both unsafe conditions and unsafe acts cause accidents. Inspectors must be alert to unsafe practices of employees as well as conditions of the work place.

While inspections should be regular, the frequency can best be determined by analyzing the operations and hazards in the individual work place.

Completed inspections should be reviewed by the Safety Committee and then turned over to the Safety and Loss Control Coordinator who will initiate and follow up corrective action on any recommendations developed by the inspection.

Inspections can be made by the Supervisor, the Safety Committee member, and/or by the Safety and Loss Control Coordinator.

B. Daily Inspections

A daily inspection of work areas should be established and implemented. It is recommended the Supervisor or a qualified person appointed by said supervisor make daily inspections. Sometimes it is considered good training practice to rotate the person making daily inspections so more personnel may be trained in recognizing unsafe work conditions or acts. A daily inspection should include checking the following for unsafe conditions or practices. All inspectors should report any unsafe acts observed as well as unsafe conditions. Examples are as follows:

1. Housekeeping in all areas
2. Proper piling and stacking of materials
3. Safe use and storage of flammable liquids
4. Proper safety warning signs
5. Hygiene and sanitary conditions
6. Proper grounding of portable electric tools and extension cords
7. Wearing or use of personal protective equipment
8. Ladders or scaffolding
9. Falling hazards
10. Safe material handling (personal)
11. Proper machine guarding
12. Proper lifting
13. Proper driving
14. Seat belt use
15. Availability of fire extinguishers

C. Inspection of County Facilities by Outside Agencies

1. All inspections will be scheduled through the Safety and Loss Control Coordinator.
2. In the event a representative of an outside governmental agency or insurance company presents themselves unannounced at a County facility requesting to conduct an inspection, the following procedure shall be followed:
 - a. Ask for their credentials and for them to wait in the respective department/division office.
 - b. Contact the Safety and Loss Control Coordinator (487-2220), providing identification of individuals requesting entrance, organization represented, purpose of visit, etc.
 - c. The Safety and Loss Control Coordinator will advise requesting department/division as to action to be taken.
 - d. If unable to contact the Safety and Loss Control Coordinator, contact the Human Resources/Risk Management Director (487-2220).
3. The Safety and Loss Control Coordinator will be available to assist in the inspection of all County facilities by an outside agency, when appropriate.
4. All inspection reports by an outside agency will be directed by said agency to the Safety and Loss Control Coordinator. In the event the report is sent to the department/division inspected, a copy shall be sent to the Safety and Loss Control Coordinator as soon as possible.
5. The Safety and Loss Control Coordinator will work with the affected department/division regarding any action required by said report and will respond back to the requesting agency in writing.